

POLICY: PRE-POST TRANSITION MONITORING

POLICY STATEMENT: It is the policy of the Division of Disability and Rehabilitative Services (DDRS) that an individual's health and welfare is protected upon transition from one waiver setting to another, via execution of a pre and post transition monitoring process that ensures the individual's needed services and supports remain continuously in place.

DETAILED POLICY STATEMENT

1. Transition monitoring will occur as follows:
 - a. For Supported Living residences (SL) the Case Manager (CM) shall be responsible for pre and post transition monitoring.
 - b. For nursing facilities, no pre-transition monitoring will occur, and the Bureau of Developmental Disabilities Services (BDDS) Service Coordinator (SC) shall be responsible for post transition monitoring.
 - c. For all other settings, including day services, the SC shall be responsible for pre and post transition monitoring.
2. The BDDS Transition Pre-Post Monitoring Checklist shall be used during all pre and post transition monitoring activities.
3. Each action undertaken in compliance with this policy shall be documented in:
 - a. DART by the BDDS Service Coordinator (SC) or other BDDS employee; and
 - b. INSITE by the Case Manager or other employee of the Case Manager vendor.

Pre-Transition Monitoring:

1. 5 to 7 days prior to the targeted transition date, the responsible entity as described in the detailed policy statement of this policy shall execute a BDDS Transition Pre-Post Monitoring Checklist form (attached), addressing items 1 through 26.
2. For every "no" score on the transition monitoring form, the responsible entity shall prepare a Corrective Action Plan (CAP) using the Pre-Post Monitoring Deficiency Action Items form (a component of the BDDS Transition Pre-Post Monitoring Checklist), identifying responsible parties and completion dates.
3. The responsible party shall:
 - a. forward a copy of the CAP form to each identified responsible party;
 - b. monitor the CAP form to ensure completion by the identified completion dates;
 - c. collaborate with responsible parties as needed to ensure completion of each corrective action;
 - d. update the transition monitoring form as progress is made.
4. No transition shall occur until all items numbered 1 through 26 and identified as a "HOLD" item, are scored "yes", at which time the transition pre monitoring checklist is completed.

5. For SL settings, the CM shall forward an electronic copy of a completed BDDS Transition Pre-Post Monitoring Checklist containing no “no” or “hold” scores, to the SC at least 24 hours prior to the planned move date.
6. No move shall occur without the approval of the BDDS SC.

Post-Transition Monitoring

1. 7 days following the transition date, the responsible entity as described in the detailed policy statement of this policy shall visit the home and execute a BDDS Transition Pre-Post Monitoring Checklist form, addressing items 1 through 33.
2. For every “no” score on the transition monitoring form, the responsible entity shall prepare a corrective action plan using the Pre-Post Monitoring Deficiency Action Items form, identifying responsible parties and completion dates.
3. The responsible party shall:
 - a. forward a copy of the CAP form to each identified responsible party;
 - b. monitor the CAP form to ensure completion by the identified completion dates;
 - c. collaborate with responsible parties as needed to ensure completion of each corrective action;
 - d. update the transition monitoring form as progress is made.
4. 30 days following the transition date, the responsible party as described in the detailed policy statement of this policy shall visit the home and repeat the BDDS Transition Pre-Post Monitoring Checklist form addressing all items on the form, even if the 7 day checklist was scored in full compliance.
5. The preparation of the Pre-Post Monitoring Deficiency Action Items form following the 30 day visit shall be prepared as described in step # 2 above.
6. The responsible party shall perform all actions related to the CAP form from the 30 day visit, as described in step #3 above.
7. The post transition process shall continue on an every 30 day schedule until such time as all items on the BDDS Transition Pre-Post Monitoring Checklist are scored in compliance, or not applicable, at which time the post transition monitoring is closed.
8. For SL settings, the CM shall forward an electronic copy of each BDDS Transition Pre-Post Monitoring Checklist performed to the SC within 3 business days of the post transition monitoring occurring.

Extraordinary Post-Transition Monitoring

1. When requested, BQIS and BDDS shall provide extraordinary post transition monitoring for individuals as identified by the DDRS Director.

DEFINITIONS

“BDDS” means Bureau of Developmental Disabilities Services as created under IC 12-11-1.1-1.

“BQIS” means Bureau of Quality Improvement Services as created under IC 12-12.5.

“Corrective Action Plan” or “CAP” means an action plan developed by a Provider in response to a request from DDRS or OMPP as a result of one or both of the following:

1. findings during a survey;
2. any event or circumstance as determined by DDRS or OMPP as applicable.

“DDRS” means the division of disability and rehabilitative services as established by IC 12-9-1-1.

“Transition” means a change in an individual’s physical residence, and/or service provider.

REFERENCES

IC 12-11-1.1-1
IC 12-12.5
BDDS Transition Pre-Post Monitoring Checklist
Pre-Post Monitoring Deficiency Action Items
Transition Activities policy

Approved by: Julia Holloway, DDRS Director -

